# Policy: HR – Holiday Pay

Purpose: To define observed holidays and how holidays will be paid.

## Policy:

[Company Name] will observe seven holidays per year.

### Procedural Guidelines:

[Company Name] will observe the following seven holidays each year:

* New Year’s Day
* Memorial Day
* Independence Day
* Labor Day
* Columbus Day
* Thanksgiving
* Christmas

Field employees must work the holiday if it is their regularly scheduled work shift. Employees whose regularly scheduled shift falls on a holiday should assume they are working the holiday unless notified otherwise.

Due to the nature of the company’s business, holidays should not be automatically assumed to be non-work days. All employees who work a holiday will receive one and one-half times their straight time rate, up to a maximum of sixteen (16) hours.

Holiday Pay Eligibility: Employees must work their regular and/or extra awarded shift immediately before and after the recognized holiday to be eligible for holiday pay. Any employee who does not comply with these requirements will *NOT* be eligible for the holiday premium. Per diem and part-time employees who work a minimum of eight hours on a recognized holiday will receive holiday pay.

If an employee has available PTO hours and requests the holiday off, every attempt will be made to fill the shift so the employee can use the PTO for the holiday. However, if the shift cannot be filled, the employee will be required to work the shift. Employees with *NO* PTO hours *MUST* work the holiday. On most holidays the volume is significantly less than a non-holiday, in which case schedules will need to be reduced. Once all eligible PTO requests have been satisfied, holiday shifts will be eliminated, based on seniority.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_